

Assistant City Attorney I or II

Last Updated Friday, 08 September 2006

OVERALL JOB OBJECTIVE:

Under limited direction, to provide legal support for the City Attorney's Office as one of the City's Municipal Court prosecutors or other assigned specialty area; and to perform related duties as required. The successful candidate will be expected to accept reassignment to civil litigation and advisory duties as openings become available in those areas.

Requisition ID

00001962

Position Code

00001914

Job Title

Assistant City Attorney I or II

Department

City Attorney's Office

Grade

I: MGMT-E

II: MGMT-F

Hiring Range

I: \$48,600 - \$58,320 per year (DOQ)

II: \$55,900 - \$67,080 per year(DOQ)

Full Salary Range

I: \$48,600 - \$77,750 per year

II: \$55,900 - \$89,450 per year

Schedule/Hours

Full time, generally 40 hours per week

Application Deadline

Friday, September 22, 2006 (by 5pm)

DUTIES AND RESPONSIBILITIES:

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Prosecutes Municipal Court Cases.

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Provides legal advice to City departments, administrative staff, and boards and commissions related to code enforcement issues.

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May help prepare City ordinances related to code enforcement or land use.

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Performs other legal services under the direction of the Boulder City Attorney.

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Other: Performs related duties as required to meet the needs of the City. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property. Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies. Performs related duties as required by management to meet the needs of the City. Generally, duties and responsibilities are listed from most to least critical or time consuming. The city of Boulder is committed to hiring employees who provide excellent customer service. Our employees communicate courteously and responsively with the public, volunteers, and co-workers, are sensitive to diversity issues, provide effective and efficient service to the public and co-workers and act with a high level of integrity, and take responsibility for their words and actions.

REQUIREMENTS:

Licensed attorney in the State of Colorado. Demonstrated organizational and administrative skills. Excellent oral and written communication skills. Ability to develop and maintain effective working relationships. Acceptable background information, including criminal history.

For Assistant City Attorney I: Prior experience as a prosecutor.

For Assistant City Attorney II: At least three years relevant experience working with a district attorney, public defender, or other municipal government, or five years experience in the practice of law.

DESIRED QUALIFICATIONS:

Good mediation or negotiation skills. Bi-lingual (Spanish/English) written and verbal skills.

WORKING CONDITIONS:

Physical Demands: Primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate personal computer and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and citizens. Work Environment: Works primarily in clean, comfortable environment. Equipment Used: Frequently uses standard office equipment including personal computers, calculators and copy/fax machines.

